SALARY RATES CHAPLAINS (INTERMITTENT)

Instructions for determining visit rates:

- Determine hourly equivalent (see Universal Salary Schedule) or divide by 173.33 (round up if third decimal place is 5 or greater).

- Multiply the appropriate hourly equivalent times the hours listed (round up if third decimal place is 5 or greater).

EXAMPLE:

Salary Range

$3639 - 4548

$3639 ÷ 173.33 = 20.9946, rounded to $20.99
$4548 ÷ 173.33 = 26.2389, rounded to $26.24

4 hours x $20.99 = $83.96
5 hours x $20.99 = $104.95

etc.

<u>CAREER EXECUTIVE ASSIGNMENT (CEA) PAY LEVELS</u>

The level of a CEA is determined based on the following criteria modified as appropriate to meet specific department needs.

> CEA LEVELS ASSIGNMENTS AND CHANGES IN LEVELS ASSIGNMENTS ARE DETERMINED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION, UNLESS DELEGATED.

The Department of Personnel Administration (DPA) treats the CEA band as one class for salary purposes. The five levels are retained for the State Personnel Board (SPB) to use for status purposes such as determining when a movement into or within the band is a transfer, promotion, or reinstatement. The five levels used for this purpose are:

Level 1	$5768 to $7324
Level 2	$7302 to $8051
Level 3	$8030 to $8854
Level 4	$8426 to $9287
Level 5	$8918 to $11,669 (Top rate for nonphysician/nonattorneys is $9830)

For determining salary relationships between the class of CEA and other classes, SPB levels should be used, however, an employee may move from the class of CEA from their assigned salary rate up to the maximum of the salary range of the to class.

Salary movements between classes in State service as provided by DPA salary rules 599.674, 599.675, and 599.676 require status in the "from" class; the applicable salary rules specify "a permanent or probationary employee who moves to another class without a break in service." Movement from CEA appointments may also be made in accordance with the above DPA salary rules. Therefore, to determine the appropriate salary rate upon movement between classes, comparison of salary ranges is made from the class in which the employee has permanent, probationary or CEA status.

The above maximum for each level is also used in determining a department's Salary Cap. The salary cap is calculated by adding the number of positions assigned to each level and multiplying them by the maximum rate of the level. The resulting totals for all levels are then added to determine the monthly CEA salary cap for the department.

DPA treats the CEA band as one class for salary purposes. An incumbent may move to a higher flat salary rate when his/her position is upgraded to a different level and/or his/her performance and contribution to the department warrant it. Therefore, for example, an employee whose position remains appropriate at Level 1 can move above the top flat rate in the range utilized for SPB purposes, which is $7324. It is anticipated that annual salary movements of CEAs will not exceed a maximum of ten percent. Extraordinary circumstances must exist and be documented prior to increasing the salary of a CEA employee, who does not change jobs, more than ten percent during any fiscal year.

The CEA band class has a salary grid of flat rates, as authorized by DPA Rule 599.985, from $5768 to $11,669 per month. Normally the incumbent of a CEA position that does not require possession of the legal requirements to practice medicine in California or that does not require membership in the State Bar of California shall be compensated in the zone grid that extends from $5768 to $9830. The salary rate assigned to a CEA band position is the flat rate for that

position based on the position's current value to the appointing power and the performance of the incumbent. Incumbents of CEA band positions are not entitled to merit salary adjustments (MSA) since each position is assigned a flat rate. Item 330 (Anniversary Date) on the employee's PAR document shall reflect NONE if less than MAX (i.e., $11,669).

In order to compensate a person at a rate above the maximum flat rate of the level of his/her position as shown in SPB levels, it is necessary to reflect in the "Alphabetic Listing of Classes" the minimum flat rate for each level and the top step of $11,669 for each of the levels.

Level 1 $5768 to $11,669
Level 2 $7302 to $11,669
Level 3 $8030 to $11,669
Level 4 $8426 to $11,669
Level 5 $8918 to $11,669

Before granting any movement of 10% or more or a series of movements totaling 10% or more, SPB should be contacted to determine if an examination is required.

CEA LEVELS CRITERIA

The pay level of a CEA is determined by DPA based on the following criteria.

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 1		
1A.	SMALLEST/SMALL DEPARTMENT	DIVISION CHIEF with a program of AVERAGE responsibility and complexity.
1B.	MODERATE, LARGE DEPARTMENT	PROGRAM MANAGER with FULL management and supervisory responsibility for a SPECIALIZED function.
1C.	MODERATE, LARGE DEPARTMENT	High level STAFF SPECIALIST with AVERAGE coordinating or program planning responsibility
CEA 2		
2Q.	SMALLEST DEPARTMENT	CHIEF DEPUTY DIRECTOR in one of the smallest departments with SIGNIFICANT responsibility for policy formulation and line operations.
2B.	SMALLEST/SMALL DEPARTMENT	DEPUTY DIRECTOR with responsibility for a SIGNIFICANT program.
2A.	MODERATE or LARGE or AGENCY	DEPUTY DIRECTOR with MORE LIMITED LEVEL DEPARTMENT program responsibility.
2E.	SMALLEST or SMALL DEPARTMENT	DIVISION CHIEF with SIGNIFICANT program responsibility
2F.	MODERATE DEPARTMENT	DIVISION CHIEF with responsibility for a SIGNIFICANT TECHNICAL program
2D.	LARGE DEPARTMENT	DIVISION CHIEF with responsibility for a program of AVERAGE responsibility and complexity.
2C	AGENCY LEVEL DEPARTMENT	DIVISION CHIEF with MORE LIMITED program responsibilities.
2I	MODERATE DEPARTMENT	PROGRAM MANAGER with a function of AVERAGE responsibility and complexity.
2H	LARGE or LARGEST DEPARTMENT	PROGRAM MANAGER with a CRITICAL program of LIMITED scope.

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
2G	AGENCY LEVEL DEPARTMENT	PROGRAM MANAGER with MORE LIMITED program responsibilities.
2K	MODERATE or LARGE or AGENCY LEVEL DEPARTMENT	High level STAFF SPECIALIST with MAJOR coordinating or program planning responsibility.

CEA 3

3A	SMALLEST DEPARTMENT	CHIEF DEPUTY DIRECTOR with a SIGNIFICANT role in formulation of policy and in the management of LINE operations.
3B	SMALL DEPARTMENT	CHIEF DEPUTY DIRECTOR who is a member of the executive staff with LIMITED responsibility for LINE operations.
3D	SMALLEST or SMALL DEPARTMENT	DEPUTY DIRECTOR with responsibility for the department's PRIMARY MISSION.
3C	MODERATE or LARGE or AGENCY LEVEL DEPARTMENT	DEPUTY DIRECTOR with a MORE LIMITED program scope, responsibility or impact.
3F	MODERATE or LARGE or AGENCY LEVEL DEPARTMENT	DIVISION CHIEF with SIGNIFICANT program responsibility
3G	LARGEST DEPARTMENT	DIVISION CHIEF with a MORE LIMITED scope of program responsibility
3J	MODERATE DEPARTMENT	PROGRAM MANAGER with SIGNIFICANT responsibility for a highly TECHNICAL program, e.g., education or engineering.
3I	LARGEST DEPARTMENT	PROGRAM MANAGER with a SIGNIFICANT program responsibility.
3K	AGENCY LEVEL DEPARTMENT	High level LEGAL STAFF SPECIALIST with MAJOR coordinating and program planning responsibility.
3H	SMALL LEGAL PROGRAM	DEPUTY DIRECTOR/DIVISION CHIEF with responsibility for a SMALL LEGAL program

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 4		
4A.	SMALLEST or SMALL DEPARTMENT	DIRECTOR with a highly SPECIALIZED mission.
4B	SMALL or MODERATE DEPARTMENT	CHIEF DEPUTY DIRECTOR with a SIGNIFICANT role in formulation of policy and in the management of LINE operations.
4D	MODERATE DEPARTMENT	DEPUTY DIRECTOR with responsibility for the department's PRIMARY program.
4C	LARGE or AGENCY LEVEL DEPARTMENT	DEPUTY DIRECTOR with policy and program responsibility of SIGNIFICANT scope, complexity, or sensitivity.
4F.	MODERATE DEPARTMENT	DIVISION CHIEF with responsibility for a highly TECHNICAL program, e.g., engineering or education.
4E.	LARGEST DEPARTMENT	DIVISION CHIEF with SIGNIFICANT program responsibility.
CEA 5		
5A.	SMALL DEPARTMENT	DIRECTOR with policy and program responsibilities of SIGNIFICANT scope, complexity, or sensitivity
5B.	LARGE DEPARTMENT	CHIEF DEPUTY DIRECTOR
5C.	LARGEST DEPARTMENT	DEPUTY DIRECTOR in one of the largest departments with responsibility for a SIGNIFICANT program.
5D.	AGENCY LEVEL DEPARTMENT	DEPUTY DIRECTOR with responsibility for the Department's primary mission.

CHIEF ADMINISTRATIVE OFFICER
ALLOCATION STANDARDS

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 1		
1D.	SMALLEST DEPARTMENT	CAO who has charge of MOST administrative services as well as a MAJOR segment of a (OR ENTIRE) LINE program, reporting to the Director or Chief Deputy Director.
1E.	SMALL DEPARTMENT	CAO who has responsibility for a FULL range of administrative services, administering the functions through lower level administrators, and reporting to a Chief Deputy Director or Director.
CEA 2		
2N.	SMALL	CAO who has charge of a FULL range of administrative services as well as a MAJOR segment of the (OR ENTIRE) LINE program, reporting to the Director or Chief Deputy.
2M.	MODERATE DEPARTMENT	CAO who has charge of the MAJOR portion but not the full range of administrative functions.
2L	LARGE DEPARTMENT	CAO who reports to a Chief of Administrative Services, and has responsibility for MOST administrative functions of MAJOR consequence, administering the functions through subordinate managers.
2J.	LARGEST DEPARTMENT	CAO who reports to an institution or region head, and who is one of a small management team (4 or less) who are responsible for all program and administrative functions of the institution or region.

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 3		
3N.	SMALL to MODERATE DEPARTMENT	CAO who has charge of a FULL range of administrative services as well as a MAJOR segment of the (OR ENTIRE) LINE program, reporting to a Director or Chief Deputy Director AND where the Director is fully committed to making ALL department wide major policy decisions by majority vote of the executive staff of which the incumbent is a member.
3M.	MODERATE DEPARTMENT	CAO who has charge of the FULL range of administrative functions and has SIGNIFICANT departmental policy influence.
3L.	LARGE DEPARTMENT	CAO who has charge of a FULL range of administrative functions of MAJOR consequence, administering these functions through subordinate managers.
CEA 4		
4G.	LARGE DEPARTMENT	CAO who has charge of a FULL range of administrative functions of MAJOR consequence, administering these functions through subordinate line managers, and is responsible for a MAJOR segment of (OR ENTIRE) LINE program.
4H.	LARGEST DEPARTMENT	CAO who has charge of the FULL range of administrative functions

**ALLOCATION STANDARDS FOR CEA LEVELS 2 AND 3
WHEN USED BY AN AGENCY**

CEA 2

2S.   ASSISTANT TO THE SECRETARY

Positions at this level typically function as advisors to the Agency Secretary in the formulation and implementation of Agency programs and policies. Incumbents have functional responsibility for programs such as the coordination of resources planning, project evaluation, departmental information programs, or legislative liaison activities within the Agency.

   1.   Acts as STAFF ASSISTANT to the Agency Secretary in the management and coordination of a MAJOR AGENCY PROGRAM OR PROGRAMS.

   2.   Serves as a TECHNICAL RESOURCE PERSON to the Agency Secretary for a MAJOR AGENCY GOAL or for an AGENCY FUNCTION such as public relations, legislation, or budgets.

   3.   Serves as an AGENCY TROUBLE-SHOOTER, identifying problem areas in specific Agency programs crossing departmental lines and involving interdisciplinary functions and policies.

   4.   Serves as a LIAISON PERSON between the Agency office and other State agencies, the Executive Branch, and other governmental and private agencies.

   5.   Serves as a GENERAL LIAISON PERSON between the Agency Secretary and one or more of the Agency's operating departments.

   6.   Represents the Secretary and Chief Deputy Secretary before various committees, boards, commissions, legislative committees, and other civic and governmental organizations.

CEA 3

3S.   ASSISTANT SECRETARY

Positions at this level typically serve as members of the Secretary's top advisory team. As such, incumbents are full participating members of the Secretary's management group and provide direct input on all Agency decisions. Incumbents may serve as lead persons over other Agency staff members and/or act with full authority as Agency Secretary in the absence of the Secretary or his/her Chief Deputy.

   1.   Acts as a full participating member of the Secretary's decision-making team. Typically provides input on all sensitive and complex Agency decisions.

   2.   Acts as STAFF ASSISTANT to the Agency Secretary in the management and coordination of MAJOR AGENCY PROGRAMS which cross departmental lines

and involve interdisciplinary functions and policies. Typically, incumbents have contacts with departmental directors and other high-level personnel in the Executive Branch and other State agencies.

3.   Serves as a STATEWIDE COORDINATOR of a MAJOR program which is HIGHLY SENSITIVE and COMPLEX, such as energy conservation and planning or employer-employee relations. Typically, such assignments include serving as the Secretary or Governor's personal representative to high-level boards or commissions.

4.   Represents the Secretary and Chief Deputy Secretary at Cabinet, sub-Cabinet, and the Legislature.

5.   May act as a LEAD PERSON over one or more Assistant to the Secretary positions and other Agency technical staff while performing as chief coordinator of a program critical to the mission of the Agency.

6.   May act with full authority to commit all or a significant part of an Agency's resources in the absence of the Agency Secretary and Chief Deputy.

7.   Represents the Secretary, Chief Deputy, and/or the State of California on the highest level committees, boards, commissions, and before other civic and governmental organizations. Typically, such representation constitutes full membership and participation in all policy decision making.

DEFINITIONS FOR CEA LEVELS CRITERIA

The following definitions should be used when making CEA Levels assignments.

I.   TYPES OF POSITIONS

   A.   DIRECTOR

   - By definition or constitutional authority, the Director is the Chief Executive Officer of a department.

   B.   CHIEF DEPUTY DIRECTOR

   - Reporting to the Director, at the first organizational level.
   - Responsible for administering all functions of a department.
   - Acts for the Director in his/her absence.

   C.   DEPUTY DIRECTOR

   - One of two or three Assistants to the Director.
   - Response for more than one division.
   - Positions found at the second organizational level.

D.   DIVISION CHIEF

- Responsibility consists of all aspects of specific program.
- Positions usually found in the 2nd (in small departments) or 3rd (in moderate or large departments) organizational level.
- The size of department, number of divisions in a department and staff size are all factors considered in determining in determining the appropriate level of a division chief.

E.   PROGRAM MANAGER

- Usually responsible for a specific program area within a division.
- Has full management and supervisory responsibility.
- Administers the program through subordinate supervisors.
- Allocations occur in the 3rd and 4th organizational level depending on department size.

F.   HIGH LEVEL STAFF SPECIALIST

- Assistant which reports directly to the Directorate.
- Performs specialized and nonsupervisory functions.
- Impacts the entire department.
- Examples: Information Officers, Legislative coordinators, Special Advisers to Board or Commissions.
- These positions are always found at the 2nd organizational level.
- May have direct supervisory responsibility, but typically does not have subordinate supervisors.

G.   AGENCY ASSISTANT

- Coordinators responsible for a single or multiple program crossing departmental lines.
- Typically allocate at either CEA II or CEA III level.

II.   <u>DEPARTMENT SIZE</u>

Largest -	More than 8,000
Large -	More than 4,000, less than 8,000
Moderate -	More than 1,000, less than 4,000
Small -	More than 200, less than 1,000
Smallest -	Less than 200

III.   AGENCY LEVEL DEPARTMENTS

The following are the only departments considered "Agency Level". These departments have been identified by the direct reporting relationship to the Governor (or Governor's Office) and the salary level of the Director.

Department of Finance
Department of Food and Agriculture
Department of Industrial Relations
Department of Personnel Administration
Department of Veterans Affairs

IV.   BREADTH OF RESPONSIBILITY

To determine the responsibility level of the department, consider the number of people impacted by the mission and the nature of the impact, i.e., Department of Health's Toxics Division where literally everyone is impacted and the impact is a serious health rise vs. the Department of Conservation's Recycling Division where everyone should be impacted, the nature of the impact is less tangible; and what proportion of the mission is the specific position in question responsible for?

A.   SIGNIFICANT RESPONSIBILITIES - Within a specific department, there is generally only one CEA position with significant responsibilities.

Largest, Large and Moderate Sized Departments - The position is responsible for either a highly critical program, or a portion of the primary program that has the greatest impact.

Small - The position is responsible for the major portion of the department's primary mission.

B.   AVERAGE RESPONSIBILITY - Within a department, responsibility for the primary mission is divided among several positions.

C.   LIMITED RESPONSIBILITIES - In largest, large, moderate departments, positions are responsible for a small portion of the primary program or a noncritical, nonprimary program, staff size is generally small.

Small, Smallest - The limitation is on the nature of the primary program or basic mission.

V.   MISCELLANEOUS

TECHNICAL PROGRAM - A program is considered technical when the professional staff of the specific program are traditionally required to possess a license or credential obtained after completion of four years of college. Some of these programs have alternative career paths requiring numerous years of training in lieu of college and licensure.

CRITICAL PROGRAM - The criticality of a program is determined by the amount of legislature and media interest. Critical programs are of high interest to both the Legislature and Media.

PRIMARY PROGRAM - Departments generally have only one primary program. The primary program is clearly distinguishable in the department's mission statement.

PERSONNEL MANAGEMENT ANALYST BROADBAND (PMA)
PERSONNEL MANAGEMENT TECHNICIAN BROADBAND (PMT)
Effective January 31, 1996

Each Broadband includes several levels of Pay which reflect different levels of competency (skill). The criteria (competencies) that are used in determining level assignment are described in the Broadband Specifications. Information regarding this Compensation Plan is contained in the November 1, 1995, Board Item which established the above Broadbands.

LEGISLATIVE DATA CENTER DEMONSTRATION PROJECT (LDC)
Effective March 1, 1998

Each of the classifications has allocation guides for the specific class and ranges within. The process to allocate a position from one range to another is located in State Personnel Board (SPB) calendar on November 4, 1997. Skill sets unique to each position are included in the individual position descriptions.